

Guidance for recording information

You should record your concerns as soon as possible, including the following information:

- The nature of your concern
- The evidence that led to the concern
- What the child said (if anything)
- What you said or did (as a response)

Your note should be signed and dated, then handed to a Designated Safeguarding Lead for Child Protection.

It may be that you have a concern which feels very vague; in this case please discuss it with one of the Designated Safeguarding Leads for Child Protection.

It is very important to remember that all details of any concerns about a child should remain confidential between you and the Designated Safeguarding Lead for Child Protection.

If you have any concerns about the behaviour of any adult in school you should pass these concerns onto Julia Mann (Head Teacher), Rebecca Fitton (Pedagogical Lead), Kerry Wright (Senior Family Worker), or Judith Staff/Lesley Pollard (Governors with responsibility for Child Protection).

Use of personal phones

Please note all mobiles must be switched off/silent and to be used around school.

Key contacts:

Customer Service Centre - 0300 126 1000

Email:

cypsncinitial.contact@northhamptonsire.gcsx.gov.uk

Local Authority Head Officers for Safeguarding
01604 364181 or 07850299921

Email:

LADOReferral@northamptonshire.gcsx.gov.uk

Northamptonshire Police -

101 or in the case of an extreme emergency 999

Childline - www.childline.org.uk (0800 1111)

Local Safeguarding Board Northamptonshire -
www.northamptonshirescb.org.uk

Anti-Terrorist Hotline (Prevent Duty) - 0800 789
321 or 101 or 999

Local Prevent Officer - DC 461 Sean Arbuthnot
07557776230

If you have any queries about the information contained in this leaflet, or require further clarification of any points, please do not hesitate to contact:

Headteacher

Julia Mann

Nursery Teacher

Maria Goodchild

Designated Safeguarding Leads for Child Protection

Julia Mann or Kerry Wright

Governor with responsibility for Child Protection

Lesley Pollard and Judith Staff

Gloucester

Nursery School



Safeguarding Children Procedures

An information leaflet
for volunteers and
visitors to the school

Safeguarding Children Procedures

As a visitor to our school, either as a helper, supply teachers or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures.

On arrival to the school you will be asked to sign in. You will also be asked for ID if you are new to the school.

Our Designated Safeguarding Leads for Child Protection are:

- Julia Mann (Headteacher)
- Kerry Wright (Senior Family Worker, Designated Safeguarding Lead for 2 year olds)

There are four categories of abuse:

- ***Physical abuse***
- ***Sexual abuse***
- ***Emotional abuse***
- ***Neglect***

There may be occasions when you have cause for concern for a child - perhaps about marks or bruises you have noticed, their physical presentation, their behaviour, or something they have told you. All adults in school have a duty of care to children and such concerns **MUST** be reported immediately and in confidence.

Disclosure of abuse by a child

If approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try and ensure a degree of privacy (so others are not listening) but this may not always be possible. Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass - for every child that does finally disclose information, evidence shows that they have usually tried up to 12 times before.

Helping the child when abuse is disclosed:

- Be prepared to listen and comfort
- Do not show revulsion or distress, however distasteful the events are
- Stay calm and controlled
- **Do not make false promises ie that you will keep the abuse a secret**
- **Do not promise confidentiality**
- Let the child know at once that it was not his/her fault
- Reassure the children that they were right to tell, even though the abuse might have happened a long time ago
- Reassure the child that you still care for them and what that they have said does not make you care for them less
- As soon as possible write a first-hand account of what has been said and done
- Make the child aware that you will be reporting their disclosure but only those who need to know will be told
- Do not question a child; try to limit your involvement

It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to a Designated Safeguarding Lead for Child Protection.

If you have concerns about a child's welfare:

It may be that you have concerns about a child's well-being but they have not actually said anything to you. You should always pass on your concerns to a Designated Safeguarding Lead for Child Protection.

Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being.

In some cases those changes may be the symptoms of a hidden illness or a change in family circumstances. The need to distinguish the reason for a particular behaviour reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.

It is very important that you do not feel afraid about passing on your concerns. The information may be a small piece in a bigger jigsaw and help the school to get a better understanding of a child's predicament.

Any concerns, however seemingly trivial, should be passed on to a Designated Safeguarding Lead for Child Protection.